

AD HOC ARCHITECTURAL REVIEW COMMITTEE

**June 10, 2019
MINUTES**

- 1.) **Call to order.** President John Williams called the meeting to order at 8:01 a.m.
- 2.) **Roll call.** Present were: John Williams, Melissa Ratcliff, Jim Knudtson and Mike Elder. Mike Hackel was absent and excused. Also, in attendance were: Director of Planning and Development Erin Ruth, Village Clerk Lisa Kalata and Kyle Adams from Ruedebusch.
- 3.) **Discuss and consider minutes from the April 4, 2019 ARC meeting.**
Motion by Knudtson to approve the April 4, 2019 ARC minutes, seconded by Elder.
Motion carried with a voice vote of 3-0-1 with Ratcliff abstaining.
- 4.) **Discuss and Consider application from Madison Window Cleaning for approval of a site plan for an office/light industrial building located on the eastern 2 acres of Lot 11 in the Cottage Grove Commerce Park.**
Tanya Weger from Madison Window Cleaning opened with excitement to be relocating to Commerce Park. They have outgrown their current location and would like to expand in the Village, they have been in business for 90 years. The building would be 12,000 square feet with office and warehouse. They are looking to complete this project quickly as they have a short timeline to be out of their current location. Ruth explained the staff report and the conditions in the report. Williams asked about the amount of trucks they have and what time they are leaving the building, which was around 8:00 a.m. and they currently have 10 trucks. Knudtson asked about what types of deliveries they get, which was minimal but mostly would be FedEx or UPS and delivered to front door. Nate Graney from 1848 Construction was present to explain the types of materials that would be used and provided samples of the products. They are high-quality products that are shown in the renderings. **Motion** by Knudtson to approve with conditions in the staff report, seconded by Elder. **Motion** carried with a voice vote of 4-0-0.
- 5.) **Adjournment.**
Motion by Knudtson adjourn at 8:28 a.m., seconded by Elder. **Motion** carried with a voice vote of 4-0-0.

Lisa Kalata, Clerk
Village of Cottage Grove
Approved:

These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim documentation of the subjects and conversations that took place.